



Quick Reference Guide 7

Outlook 2011 for Mac

Tasks



Working with the Tasks

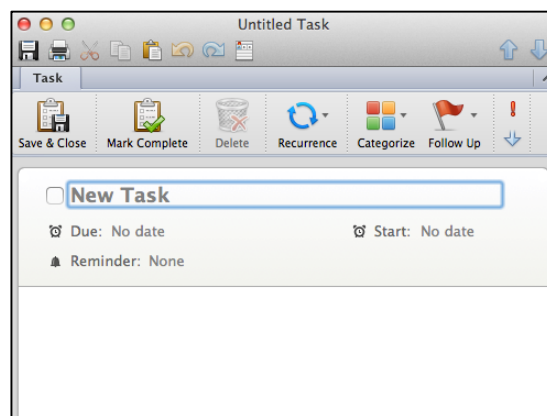
1. Click **Tasks** on the Navigation Bar, click **View** menu | **Go To** | **Tasks** or press **Command + 4**. **My Tasks** displays categorized with all categories enabled.
2. To filter the **My Tasks List** by a **Category**, click the checkbox beside “NASA” to deselect all. Then click the checkboxes beside the Categories you would like to display.

To create a Task

1. From **My Tasks List**, click **Home** tab | **Task**. A blank Task window displays.

*From the Tasks, use the Shortcut Keystroke **Command + N** (caution: **Command + N** creates a “new item” so you must be displaying the **Tasks** for **Command + N** to create a new Task).*

2. Enter the task title in the **New Task** field.
3. Enter any necessary notes.
4. Enter a **Due** date, **Start** date and **Reminder** if desired.
5. Create a **Recurrence** pattern if appropriate.
6. **Categorize** if desired.
7. Click **Save & Close**.




Additional Tasks Features

1. To mark complete, select the Task in the Task List and click **Mark Complete**.
2. To delete the Task, select the Task in the Task List and click **Delete**.
3. To set a Task priority, select the Task in the Task List and click the **High Importance** or **Low Importance** buttons.
4. To Filter the Task List:
 - a. From the Tasks List view, click on **NASA** in the Navigation Pane to display all Tasks.
 - b. Click **Home** tab | **Filter** | select the desired filter. The result displays Tasks that meet the specified filter conditions.

*Filters remain applied until the user removes them or closes/opens Outlook. Click **Home** tab | **Filter** | **Clear All Filters**. Once the filter is removed the Search tab no longer displays.*

To Create a Task from a Message

1. Click **Mail** on the **Navigation** bar and select the message to be used to create the **Task**.
2. Click  the **Automator** button | **Create Task from Message**. A blank **Task** window displays.
3. Enter the task title in the **New Task** field.
4. Enter any necessary notes.
5. Set a **Due** date, **Start** date and **Reminder** if desired.
6. Create a **Recurrence** pattern if appropriate.
7. **Categorize** if desired.
8. Click **Save & Close**.



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